

## 求人情報

スタッフレベル

ポジション名	Team Assistant - Financial Services
この求人情報の取扱い会社	マイケル・ページ・インターナショナル・ジャパン株式会社/Michael Page International Japan K.K.
企業名	会社名非公開
掲載開始・更新	2024-05-02 / 2024-05-02
職種	事務系 - 秘書
業種	その他金融
勤務地	アジア 日本 東京都
仕事内容	<p>You will be responsible office management and secretary tasks to ensure smooth back-office operation and enable a comfortable office and working environment.</p> <p>Description</p> <ul style="list-style-type: none"><li>* Manage calendar and meeting arrangement</li><li>* Arrange business trips, visa for visitors</li><li>* Assist with document creation and signing process</li><li>* Handle office inquiries and event planning</li><li>* Oversee KYC process on vendors prior to signing contracts</li></ul> <p>Profile</p> <ul style="list-style-type: none"><li>* Fluent communication in English and Japanese (native level)</li><li>* Working experience in office admin, assistant, secretary</li><li>* Ability to manage various administrative tasks in a timely manner</li><li>* Hospitality mindset, strong interpersonal and communication skills</li><li>* Proactive, commitment to company's goal achievement</li></ul> <p>Job Offer</p> <ul style="list-style-type: none"><li>* Permanent position</li><li>* English is the main language in office</li><li>* Work-life balance with minimum overtime</li></ul> <p>To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Linh Nguyen on +813 6832 8697.</p>
企業について(社風など)	Based in Tokyo, the company has been providing high-quality financial services with mission to extend financial inclusion across the globe.
英語能力	流暢 (TOEIC 865点以上)
日本語能力	流暢 (日本語能力試験1級又はN1)
年収	日本・円 450万円 ~ 500万円